



Loreto Sixth Form College  
**Attendance  
and Punctuality  
Procedures**  
October 2024



## **OVERVIEW**

Attendance refers to the students' College timetabled hours. This can be categorised as including subject sessions, practical activities, work experience, tutorial, induction activity, revision activity, intervention sessions (such as DSP and SSP), visits, exams, Core RE and Mary Ward Day.

Regular and consistently high attendance of 100% is expected. High levels of attendance are critical to students achieving a successful outcome at College and securing either access to H.E., apprenticeships or meaningful employment once they have gained their qualification(s).

Attendance will be fully monitored throughout a student's period of study and appropriate action taken should a student be absent.

Punctuality refers to a student attending each of their timetabled sessions before the session begins, so that they are ready to begin learning at the start of that session. As with attendance, punctuality will be monitored throughout a student's time at college and appropriate action taken if students do not meet College expectations.

In line with our ethos, the College recognises that each case of absenteeism or poor punctuality is different and will be treated individually and the College accepts that many causes of absenteeism / poor punctuality exist. However, all students at Loreto are expected to conform to College expectations in respect of their attendance and punctuality and as such their attendance and punctuality will be measured as if this was a place of employment.

## **RESPONSIBILITIES**

1. All students are expected to attend and be punctual for all timetabled sessions including subject sessions, practical activities, work experience, tutorial, induction activity, revision activity, intervention sessions (such as DSP and SSP), visits, exams, Core RE and Mary Ward Day.
2. Students are expected to have a 100% attendance record and be on time for all sessions. Should attendance / punctuality fall below this expectation appropriate action, including disciplinary action, may be taken which could result in a student losing their place at College.
3. Poor attendance and punctuality can be indicators that a student is disengaged with their studies. The College will support the student to re-engage or find an alternative route to further study or employment via the Colleges Careers Advisors.
4. The Attendance and Retention Officer, Tutors, Teachers, Heads of Departments, Heads of Faculty and Heads of Hall are responsible for monitoring student attendance and punctuality (see attached flow chart, appendix 1). Tutors and Heads of Hall are responsible for advising students when their attendance / punctuality has fallen below the required levels and what action is being taken. Students can also access and monitor their attendance / punctuality data on their Individual Learning Plan via myLoreto.
5. The Heads of Hall, together with the Heads of Student Services, are responsible for checking attendance / punctuality and authorising the withdrawal of any student due to non-attendance / poor punctuality.
6. The College Management Team monitors overall student attendance/punctuality through reports from CIS.

## **PROCEDURES**

1. Should a student be too unwell to attend College, their parent / carer is expected to notify College on the day and all subsequent days via the Parent Portal or by them telephoning the College directly. Their absence will not be authorised and will appear as an 'N' on the timetable to inform staff that College has been notified of

the absence. A text will be sent to parent / carer thanking them for notifying College and informing them of the student's current attendance and punctuality data.

2. If a student does not report their absence and their whereabouts is unknown, a text will be sent to parent / carer to inform them of the student's absence and this will be recorded on the register as 'O'. The text message includes the current attendance percentage and the number of minutes late.
3. Students who are expecting to have prolonged absence or a reason for being unable to attend a specific session on time should contact their Head of Hall to discuss the possibility of a temporary study arrangement which may be possible in exceptional circumstances. Although the absence / punctuality issue may be accepted as authorised, it will be included in any review of the student's performance and could impact on their success and continued place on their chosen programme of study and exam entries.
4. If College receives notification from the Parent Portal informing College of an authorised absence, then an automatic text is sent in response to inform the parent / carer that the absence has been authorised and included in the text is the student's current present percentage of attendance and punctuality.
5. Authorisation / Notifications for absences will only be accepted within 2 weeks of the absence taking place. Attendance will be monitored regularly and discussed with students as appropriate through tutorial and via the college's review and monitoring systems. Discussions and actions, and any attendance-related written correspondence with parents or carers, will be recorded on the Student Log.
6. Any student whose attendance falls below 95% or has ongoing punctuality issues may find that their place at College is at risk.
7. Unauthorised Absences:

#### **Sickness Absence**

Sickness absence will be recorded as **unauthorised** and will appear as a letter 'N' on the register. Exceptions are listed below. Routine doctors' and dental appointments will also be recorded as **unauthorised** and also appear as an 'N' on the register.

#### **Holidays in College Term Time**

Holidays in term-time will **not** be approved by the College and will be recorded as **unauthorised** and appear as 'H' on the register. Holidays taken during term time may result in disciplinary sanctions and may contribute to progression decisions. Parents / carers must complete an Absence in Term Letter which is available from Heads of Hall or Reception.

8. There may be exceptional circumstances where a student cannot attend; these absences are listed below and will be recorded as authorised absences. Students must gain approval of known absences **in advance**. These will only be approved if the reason for absence is unavoidable and the evidence has been presented to reception or the student's Head of Hall usually prior to the date of the absence. In such cases, an **Advance Notification Form** must be completed. These can be obtained from College Reception and returned to the office where the absence will be recorded on the Student Log. Authorisation will not normally be granted if documentary evidence or notification of absence has not been provided prior to the event. No absences will be authorised retrospectively beyond two weeks of the absence taking place.

#### **Authorised Absences:**

- University open days (3 days maximum) with evidence
- University Interviews with evidence
- Hospital / orthodontist appointments / serious illness supported by a doctor's note
- Practical driving test with evidence



- Bereavement / funeral (3 days maximum)
- Religious holidays (this will be marked with 'R' in the register)

Please note:

- General medical and dental appointments will NOT be authorised
- Driving lessons will NOT be authorised
- Driving theory tests will NOT be authorised

9. Signing out of College: If a student provides appropriate evidence to reception when signing out of College then their absence will be **authorised** under the appropriate category. If a student is signing out without evidence or is unwell, then their absence will not be authorised and recorded as 'S'. An automatic text will be sent to their parent / carer to inform them of the student signing out and will include their current attendance and punctuality data.
10. College will always be supportive of students with genuine health concerns, but will also expect students (and their parents / carers) to proactively seek appropriate medical help where possible.
11. Timely completion of registers is the responsibility of the Teacher and Tutor. If a student is late to lesson and therefore missed registration, then it is the student's responsibility to ensure that the teacher has amended the register.
12. An automatic text message is sent to a student's parent / carer at the end of each College day if the student has been late to a lesson. This text message lists the number of minutes late to that lesson and the total number of lates with a cumulative total of minutes late for the year.
13. Course transfers, withdrawals and Early Leaver requests are the responsibility of a student's Head of Hall and all should be actioned and recorded on a student's log page.
14. If a student has had three consecutive weeks of non-attendance without any communication from parent(s)/carer(s) and the student, then their place at College is at immediate risk. The Heads of Student Services are responsible for authorising their withdrawal and a letter will be sent to parent / carer to confirm a student's withdrawal.
15. If any student is found to circumvent these absence procedures in any way, their place at College will be at risk.

## MONITORING

The Senior Management Team will monitor the operation of these procedures. Data relating to attendance and punctuality will be circulated monthly to the College Management Team.

## ROLES

Teacher  
/ Tutor

To ensure registers are accurate so that an automated text message can be processed.

If a student misses 3 consecutive periods in one subject area an alert will be automated via the student log which will trigger the Attendance and Retention Officer to carry out an investigation.

Teachers and Tutors can also contact Attendance and Retention Officer via the Student Log if they identify patterns, such as a student missing three Mondays in row or if they are concerned about a pattern of unexplained authorised absences or a persistent punctuality issue for a specific teaching session.

Teachers can ask the Attendance Officer to contact a student's parent / carer using a button on the student's register in the event of any un-notified absence.

Teachers and Tutors can raise cards via the Student Log to Heads of Department/Heads of Hall if there are on going attendance concerns for a student.

Attendance  
and  
Retention  
Officer

Makes contact home when requested via student log by Tutor or Teacher, which may be due to the following reasons:

- If Teacher or Tutor has noticed a pattern of non-attendance/poor punctuality, e.g. three Mondays or a pattern of unexplained authorised absences.
- If a student misses 3 consecutive periods in one subject area an automatic alert will be sent to the Attendance and Retention Officer, which will result in further investigation. The Attendance and Retention Officer will contact parent/carers by telephone to inform the parent/carers of the absence and seek explanation. Should contact not be successful the Attendance and Retention Officer will escalate the absence to the Head of Hall; this will be recorded on the Student Log.
- Where a student, parent or carer contact number is found to be invalid, a letter will be sent home to request updated details. The Attendance and Retention Officer will monitor responses received to the letters and escalate to the Head of Hall as required.
- The Safeguarding Officer will provide the Attendance and Retention Officer with a list of students who are considered to be vulnerable so that the Attendance and Retention Officer can be proactive to these concerns. The Attendance and Retention Officer is able to 'subscribe' to students to help monitor these students effectively. Heads of Hall can also subscribe to students who they consider to be vulnerable or whose attendance is a particular concern.

Tutor

The Tutor will make a judgement after discussing any attendance and punctuality issues with the student and can employ the following actions if necessary: create blue card on Student Log and escalate to Head of Hall as a yellow card.

Head of  
Hall

Heads of Halls use set attendance and punctuality monitoring points throughout the academic year; these are used to identify students at risk and to ensure the appropriate actions take place. At these monitoring points, each Head of Hall will determine which students will receive a formal letter informing parents / carers of on-going concerns. If a student's attendance does not improve following letters sent home, Heads of Halls may request parent / carers attend a meeting to discuss concerns around attendance or may implement disciplinary procedures for students, which could result in a student's place being at risk if no improvement occurs. Good attendance is awarded at Assemblies with 100% attendance certificates and prizes.

Heads of  
Student  
Services

The Heads of Student Services meet weekly with the Deputy Principal where attendance / punctuality concerns about individual students can be discussed. This team also discuss Attendance Monitoring Points and monitor the number of letters and interventions actioned.

## Appendix 1: Attendance Trigger Points Flow Chart

